CalJOBS Help Sheet 14

How to Conduct Labor Exchange in the CalJOBS System

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How to Conduct Labor Exchange in CalJOBS

This section describes how to use the Labor Exchange Tools in CalJOBS to activate Mass Job or Candidate Referrals, Enter Referral Results, view Referrals Pending Review, manage Job Candidate Follow Ups, and add Skill Sets.

Mass Job Referrals:

Allows the user to both search for multiple jobs and refer them to participants.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Mass Job Referrals".
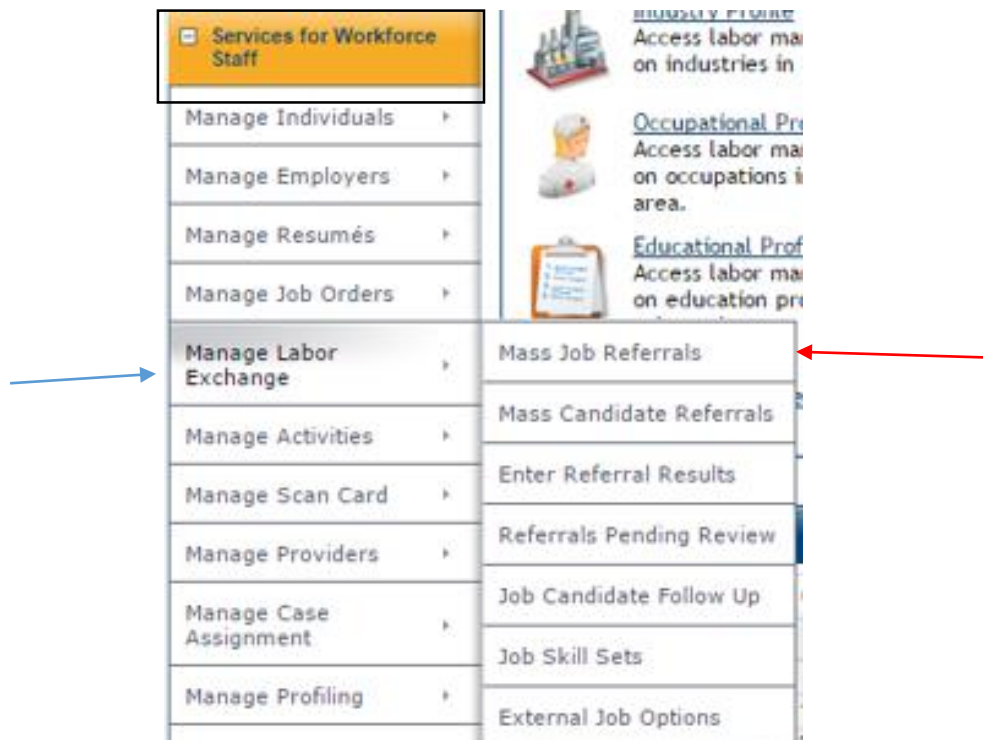
2. On the following screen, choose how you'd like to search for the job using the tabs at the top. If you need to change the Area Selection, click on Los Angeles County, CA:

3. Whichever method you choose, enter the required information, then click the "Search" button at the bottom. Below is an example of a Quick Job Search:

4. A list of your search results will be displayed. You can click on the job title for more information, including job requirements, wage, and description.

Your search found 1 job(s), representing at least 15 position(s), that matched your search criteria. Change your search criteria.

To refer a job, select the check box for the job(s) and click the Refer link at the bottom of the table.

Results View: **Summary** | Detailed
To sort on any column, click a column title.

Date Last Modified	Job Title	Employer	Location	Salary	Source	Select ☐
08/17/2016 4:40:00 PM	Cashiers	BURGER KING	Los Angeles, CA	$10.00 to $10.50 per hour	★	☐
						Refer Map

Source: ★[Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NLX [National Labor Exchange], NEWS [Newspaper], NONP [Non-profit], PJB [Private Job Board], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Records per page: 100 ▾ **Go**

[Change job search criteria]

Save this Job Search

If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the *Save search* button below.

Save search

[Statewide search]

[Disclaimer]

Return to My Dashboard

4

5. If you like, you can click the "Save search" button to save your search and receive notifications whenever a new job is added that meets the criteria you've selected.

Virtual Recruiter Information

* Title of Virtual Recruiter Alert: [   ]

* How often to run: Daily ▼

* Notification method: ☑ Message Center ☐ Email

Send Email when no jobs found: ☐

* Expires on: 09/17/2016 📅

Last modified on:

> From this screen you will need to select a title for the alert, how often to receive notifications, how you want to be notified and when you want these notifications to stop. Click the "Save" button when finished.

Search Criteria Information

Location: Los Angeles County
Source(s):   Preferred Employer
Full Time/Part Time:
Job Category:

[Save] [Cancel]

6. Click on the Job Title/ Description to see more information about a job.

Date Last Modified	Job Title / Description Snippet	Employer	Location	Requirements Matched General	Specialized	Salary	Source	Key Match	Select ☐
10/07/2016 9:05:00 AM	Cashier	Conca D'Oro Italian Restaurant	Orange, CA	50%	No	$10.00 to $12.50 per hour	★	1	☐

Serve food to diners at counter or from a steam table.

7. From this page you can see lots of info like hourly wage, job requirements and a job description.

Job Summary

Job #: 15042465

Cashier
Conca D'Oro Italian Restaurant
Orange, CA - 92867
Posted 10/6/2016 on CalJOBS
Positions available: 1

Occupation: Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Job Requirements

HS   18 YEARS

Job Properties

FULL TIME   HELP WANTED REGULAR   DURATION 150+ DAYS

$10.00 $12.50 Hour

Requirements Match

Job Skills Matched	General Requirements Matched	Specialized Requirements Matched
N/A	50%	No

How I Match Up

This area shows what percentage of the job requirement the participant you are assisting meets. More info can be found out by clicking "How I Match Up."

Job Description

Serve food to diners at counter or from a steam table.

8. This job listing can be shared through the "Share this Job" section. "Staff Links" are also available. You can get more information about the employer by clicking "Assist the Employer." The job order can be modified by clicking "Modify this Job Order," allowing you to change information like address, phone number, etc. The job can be sent to a participant by clicking "Send via a Message."

9. From the "Send via a Message" page. You can send the job to an individual, employer, staff, or provider. You can search for the appropriate person by clicking the "Search" button. The listing can be sent to multiple recipients.

Mass Candidate Referrals:

Allows the user to search for candidate profiles and resumés that meet the needs of employers.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Mass Candidate Referrals".
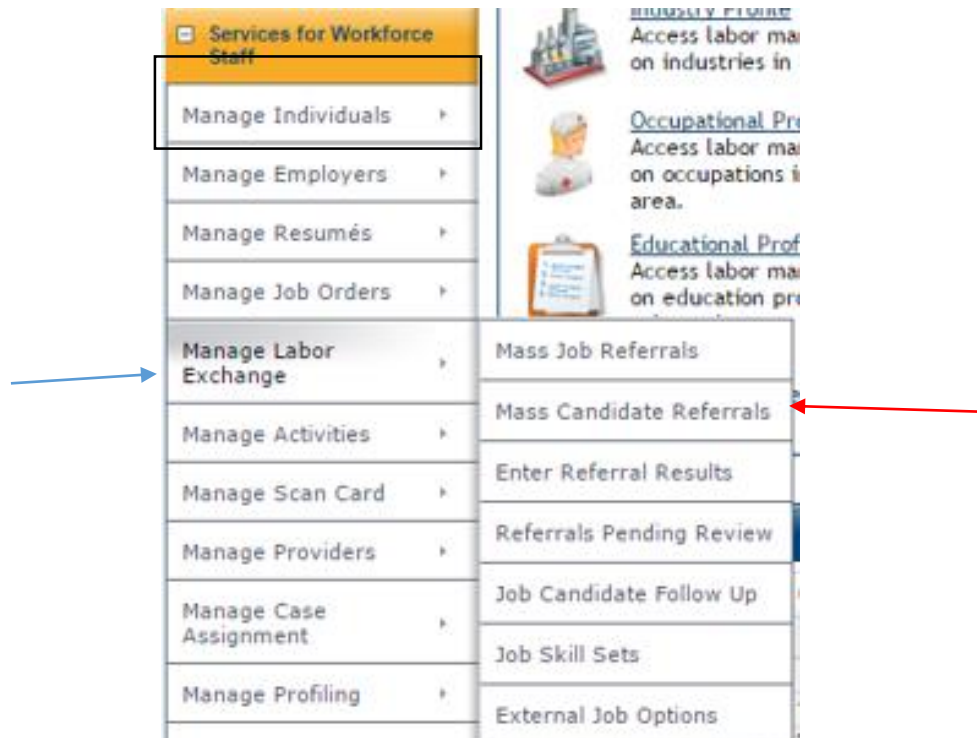
2. From this screen, you can search for the participants you'd like to refer either by searching for resumés that are in the system or for the candidates themselves.

Refer Only Candidate(s) with Resumé(s)

If you would like to refer candidates who only have online resumés in the system, click the *Search Resumés* button in this section.

Search Resumés

Click on the "Search Resumés" button to search for participants by resumes. Click on the "Search Candidates" button to search for participants through normal means.

Refer Candidate(s) with or without Resumé(s)

If you would like to refer candidates who might or might not have online resumés in th *Search Candidates* button in this section.

Search Candidates

[Return to previous page]

3. Clicking the "Search Candidates" button will bring you this page, where you can enter specific criteria for the candidate you are searching for. Click the "Search" button to move to the next page.

General Criteria

Individual Username:	
Individual User ID:	
StateID Number:	
First Name:	
Last Name:	
SSN (last 4 digits):	
SSN (full number):	Example: 999999999
State Source ID:	
State Activity ID:	
Date of Birth:	(mm/dd/yyyy)
Telephone Number:	- - ☐ Include Alternate
Scan Card ID:	
Email Address:	
Registration IP:	
Login IP:	
Resumé Available:	None Selected
Individual Registered within	days
Last Login Date:	Between Today And Today
Program Participation (Active only):	Workforce Innovation and Opportunity Act (WIOA) Program
Application # (Open or closed):	

[Top | Search | Bottom]

Assigned LWIA / One Stop

LWIA/Region:	None Selected
⌊.... One Stop Location:	⌊.... Select an LWIA/Region

[More Search Options]

Search

4. The "Search Resumés" button will take you to a search screen, where the search can be refined. When finished Click "Search" to find participants with matching criteria.

Veteran Criteria

Veteran, TSM, or spouse of a deceased or disabled veteran:	None Selected ▾
Transitioning Service Member:	None Selected ▾
Campaign Veteran:	None Selected ▾
Disabled Veteran:	None Selected ▾
Recently Separated Veteran:	None Selected ▾
Veteran Status:	None Selected ▾
Homeless Veteran:	None Selected ▾
Military Dependent:	None Selected ▾

[Top | Bottom]

Staff Criteria about Individual

Individual User Status:	None Selected ▾
Assigned Case Manager: [Select Me]	None Selected ▾
Program Participation: (Active only)	None Selected ▾
Registration Source:	None Selected ▾

[Reset criteria]

Search

Your search found 36 resumé(s) that matched your search criteria.

For help click the question mark icon.

Results View: **Summary** | Detailed

To sort on any column, click the column title.

| Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Tommy J Casey Kern County, Los Angeles County, San Bernardino County	California Workforce Services Network	````````````````````````````````HUMAN RESOURCES```````` #8601 (view resumé)	Active, Online	6/13/2016 3:09:00 PM	Master's Degree	$45.50 hourly ($95,000 annually) or more	Details	☐
		or #7509 ew resumé)	Active, Online	8/3/2016 1:47:00 PM	High School Diploma			
Timon T Pumba Humboldt County, Sacramento County, Sonoma County 🇺🇸	California Workforce Services Network	Actor! #8656 (view resumé)	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	$19.25 hourly ($40,000 annually) or more	Details	☐
Belle Hearts Los Angeles County, Orange County	California Workforce Services Network	Admin Assistant #8580 (view resumé)	Active, Online	5/31/2016 3:28:00 PM	2 Years at College or a Technical or Vocational School	$28.75 hourly ($60,000 annually) or more	Details	☐

Click "View Resumé" to see the participant's resume.

Clicking "Details" will take you to the Candidate Qualifications page where the participant's skills are displayed.

10

Enter Referral Results:

Allows the user to search for jobs using filters and either saving the job for later or referring the job to a participant.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Enter Referral Results".
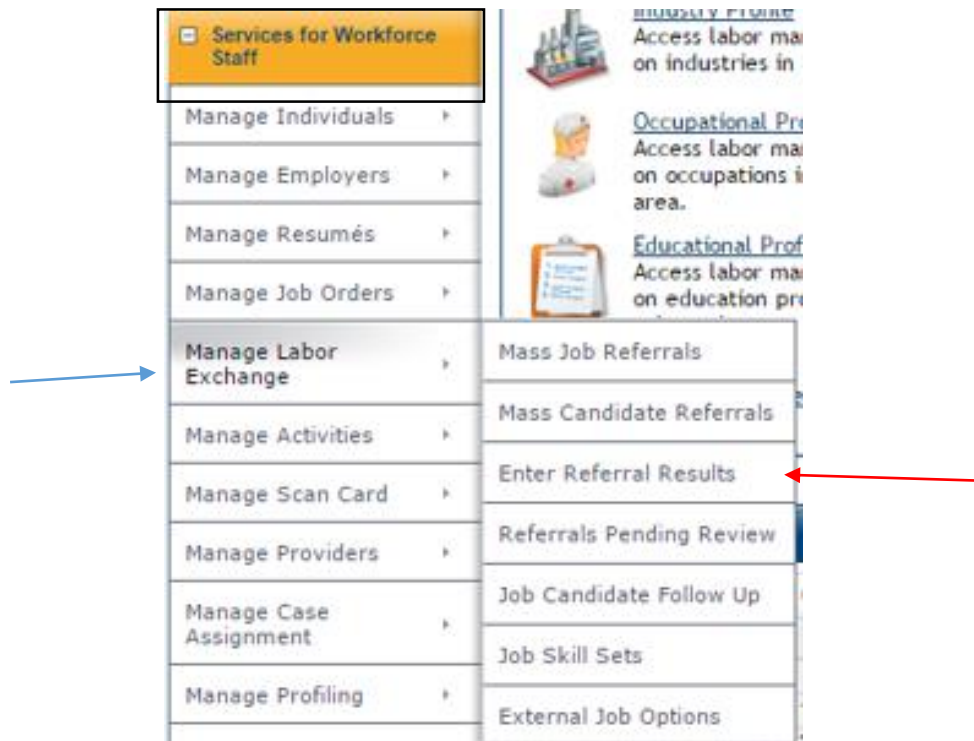
2. On the following page, select all the criteria you are looking for, then click the "Search" button at the bottom.

3. A list of available jobs will display. More information about the job can be found out by clicking the job title. By clicking under the job's On-Line Status, you can find more information about the referral.

Job Order Number	Job Title	Company	Create Date	Job Status	On-line Status	Referrals	Select ☐
14976807	Executive Assistant 3 (7384U) Job #22064	University of California, Berkeley	8/19/2016	Veteran Hold	On-Line	0	☐
14976806	Analyst (Job id 238978)	ROSE INTERNATIONAL	8/19/2016	Veteran Hold	On-Line	0	☐
14976803	Research Data Analyst, CalSWEC (6256U) #22065	University of California, Berkeley	8/19/2016	Veteran Hold	On-Line	0	☐
14976805	Applications Engineering Intern	Maxim Integrated	8/19/2016	Veteran Hold	On-Line	0	☐
14976804	Administrative Law Group Associate	HUNTON & WILLIAMS LLP	8/19/2016	Veteran Hold	On-Line	0	☐

4. The On-Line page displays statistics about the job and allows the user to save it by clicking the "Save" button.

Job Order Statistics

Job Order Number:	14976807
Job Order Title:	Executive Assistant 3 (7384U) Job #22064
On-Line Status:	Veteran Hold
Employer Status:	Open and available
Available Online:	On-Line

Positions Available:	1	Number of Applicants Requested:	9999
Applicants Hired:	0	Actual Applications Made:	0
Positions Remaining:	1	Applicant Balance:	9999

Update Job Order Status

Employer Status:	Open and available
Staff Status:	Veteran Hold
Case Note:	[Add a new Case Note	Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

Save   Cancel

Referrals Pending Review:

Allows the user to search for participants, employers, or jobs and view their respective referrals.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Referrals Pending Review".
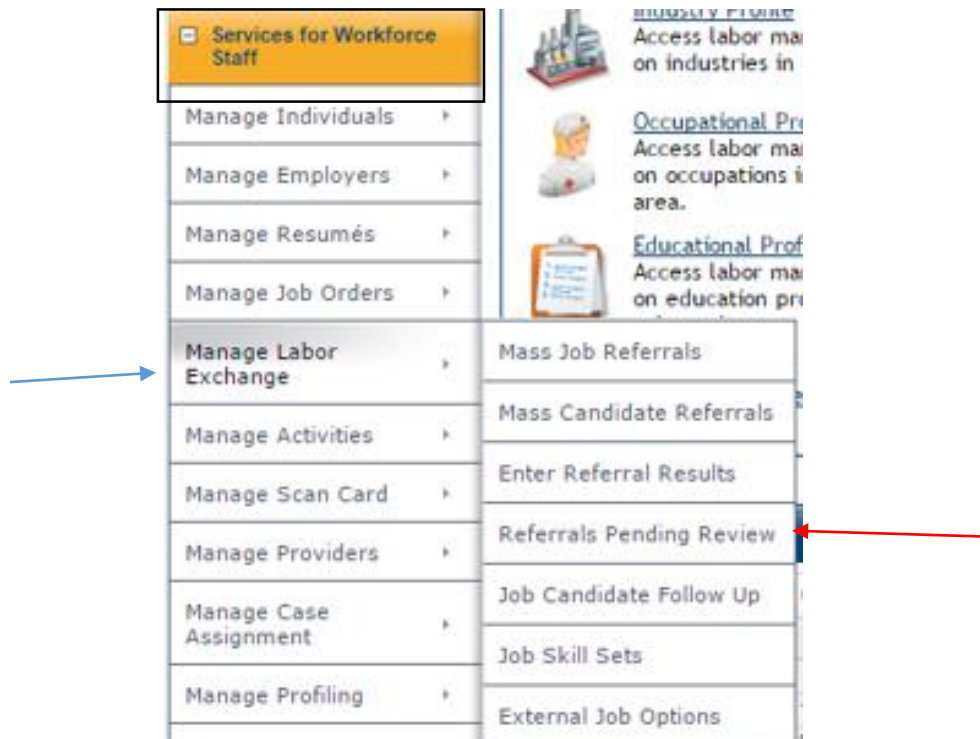
2. This page can be used to narrow down the search by adding criteria for the participant, employer, and jobs that will be displayed. Click the "Search" button when finished.

Individual Criteria

First Name:

Last Name:

SSN (full number):

SSN (last 4 digits):

State: None Selected

Area Type:

Area:

Individual is a Veteran: None Selected

Individual is a Campaign Veteran: None Selected

Individual is a Disabled Veteran: None Selected

Individual is a Recently Seperated Veteran: None Selected

[Top | Search | Bottom]

Employer Criteria

Employer Name:

Employer ID Number (EIN) / Federal Tax ID: Example: 999001111

Employer UIID:

Site Employer ID:

[Top | Search | Bottom]

Job Order Criteria

Job Order Number:

Job Order Numbers:
(Comma delimited list.)

Job Title:

Job Occupation Code: [Search for ONET code]

Screen in Person: None Selected

LWIA/Region: None Selected

One Stop Location: Select an LWIA/Region

Search

3. A list of jobs and participants will compile, showing which participant is eligible for which job. Click the "Refer" link to save the job under the participant for future reference.

Clicking the "Job Number and Title", "Meets General Requirements", and "Meets Specialized Requirements" fields will display more info about those criteria.

4. From the Refer Page, you can fill in the requirement information and save the referral to the clients file by clicking the "Save" button.

Job Candidate Follow Up:

Allows users to manage referrals that they have made for participants.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Job Candidate Follow Up".
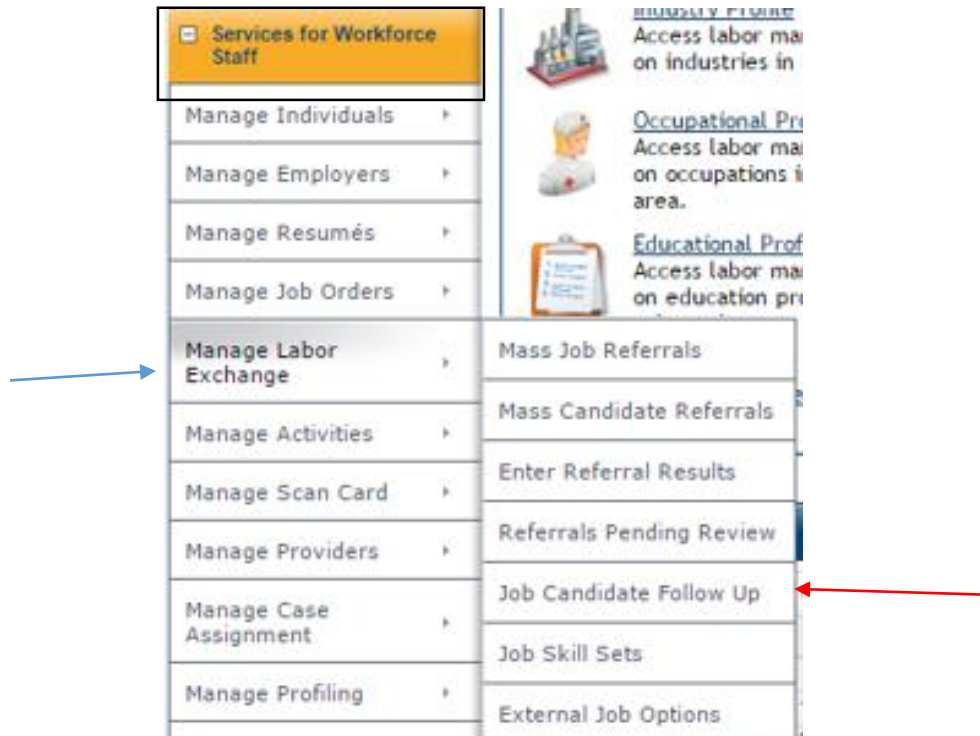
2. You can search for a participant by filling out the appropriate information in the Search Criteria section or check on referrals you have already created by clicking the "Show only follow up referrals I created" button. If you search using Option 1, click the "Search" button.

3. Select the appropriate participant from this list to see the referrals that have been created for them.

To sort on any column, click a column title.

SSN	First Name	Last Name	Follow Up Referrals	LWIA / Region	Staff	One Stop Center	Action
0358	William	Parham	27	City of Los Angeles	28788067	00312 LA - MCS/Hollywood (WSB)	Referrals View Delete
0648	Sandra	Avila	2	San Diego Workforce Partnership, Inc.	29679786	14600 South Metro (WSB)	Referrals View Delete
0746	Armando	Beltran	1	Imperial County Workforce Development Office	20715644	04800 Imperial County (WS	Referrals
0789	PETER	CONNOLLY	1	Santa Barbara County	29712031	07200 Santa Maria Work Resource C (WSB)	
0809	Jessica	Felix	1	Los Angeles County Department of Community, and Se	20565125	01000 Pacoima (WSB)	Referrals View Delete

Clicking "Referrals" will display all the referrals that have been created for the participant. Clicking "View" will show the participant's contact information. Clicking "Delete" will erase all the referrals the participant has on file.

Add Skill Set:

Allows the user to add skill sets to a participant's file making it easier to search for jobs the participant is qualified for.

1. On the left navigation panel, go to "Services for Workforce Staff" > "Manage Labor Exchange" > "Job Skill Sets".

2. Click the "Add Skill Set" button to add a skill set.

You currently have no saved skill sets.

3. Skill sets can be selected from a list by clicking on "Analyze Skills" or they can be chosen from a list of skills required for a particular occupation by clicking "Skill Matching".

Please select a method of choosing your skills from the items listed below.

Analyze Skills
Select this option to analyze skills that best suit your position you are trying to fill.

Skill Matching
Select this option to find an occupation, display its skills, and select which skills are best suited for you and store them in your Skills folder.

4. From the "Analyze Skills" section a "Job Skill Category" can be selected to make it easier to find the skills you want.

Job Skill Categories

General Skills (0)	Computers & Mathematics (0)	Construction (0)	Education & Social Services (0)	Entertainment & Media (0)
Financial Services (0)	Agriculture & Wildlife (0)	Healthcare (0)	Legal & Protective Services (0)	Management & Office Services (0)
Science & Engineering (0)		Service & Sales (0)	Skilled Trades (0)	Transportation (0)

5. Skills can be selected by checking the appropriate boxes next to the skill then clicking the "Save Skills and Continue" button.

■	**Travel**
☐	accommodate requests of passengers
☐	assist passengers to store luggage
☐	develop travel itinerary
☐	direct passengers to designated locations
☐	estimate travel rates or expenses
☐	identify best itinerary based on knowledge of routes
☐	inform clients of travel restrictions
☐	load/unload passenger luggage or cargo
☐	obtain travel information for clients
☐	process or prepare travel forms
☐	provide clients with travel information
☐	provide customers with travel assistance
☐	provide personal services to passengers
☐	provide travel suggestions
☐	read travel rate schedule
☐	use knowledge of international travel regulations
☐	use passenger rate schedules

Please review all job skill categories (tabs) before saving.

Save Skills and Continue

6. The Skill Matching button leads to a search screen where you can search for a job and see which skills are recommended for it.

7. You can then select from the list of jobs to see the skills that are recommended.

Search for an occupation by keyword(s)

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Click on a job title here to open the list of recommended Skills.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	Accountants ✦ ◆	✓	✓	
86%	Bookkeeping, Accounting, and Auditing Clerks ◆	✓	✓	✓
27%	Bill and Account Collectors ◆	✓	✓	✓
26%	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products ◆		✓	
22%	Advertising Sales Agents		✓	
22%	First-Line Supervisors of Office and Administrative Support Workers ◆		✓	
18%	Billing, Cost, and Rate Clerks ◆		✓	
18%	Insurance Sales Agents ◆		✓	
15%	Advertising and Promotions Managers		✓	✓
13%	Payroll and Timekeeping Clerks		✓	
13%	Sales Engineers		✓	
13%	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products ◆		✓	

Skills	☑
1. classify information according to content or purpose	☑
2. collate printed materials	☑
3. document provision of administrative services	☑
4. examine documents for completeness, accuracy, or conformance to standards	☑
5. file or retrieve paper documents and related materials	☑
6. maintain inventory of office forms	☑
7. maintain legal forms	☑
8. maintain records, reports, or files	☑
9. operate business machines	☑
10. operate duplicating equipment	☑
11. operate scanner	☑
12. organize legal information or records	☑
13. organize reference materials	☑
14. process medical records	☑
15. sort books, publications, or other items	☑
16. take messages	☑
17. use computers to enter, access or retrieve data	☑
18. use oral or written communication techniques	☑

Skill Set Description: [   ]

Save

These skills can be saved by clicking the "Continue" button. Then type in a short description for the skills and click the "Save" button.

Continue

Choose Another Occupation

8. When skills are saved they will display at the Job Skills Set page.

Use this page to manage your saved skill sets. You may add a skill set by clicking the *Add Skill Set* button. Click a *Skill Set Title* link in the table below to view its details.

#	Skill Set Title	Action
1	Accountant	Delete

Add Skill Set